LOGISTICS

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** The 67-, 85-, 86-, and 91-series of Air Force (AF) and Air National Guard (ANG) directives contain AF and ANG policy and procedural guidance for the Logistics function. This ANGMS has been developed in accordance with procedures contained in AFR 25-5 and is the result of a functional review.

3. **Applicability.** This standard applies to all Air National Guard flying units, plus the Combat Readiness Training Centers (CRTC) at Volk Field, WI; Phelps-Collins, MI; Savannah, GA; and Gulfport, MS. Excludes the four Air National Guard bases at Buckley, CO; Otis, MA; Rickenbacker, OH; and Selfridge, MI.

4. **Standard Data:**
    a. **Classification.** Type II.
    b. **Approval Date.** 10 Dec 91.
    c. **Man-Hour Data Source.** Operational Audit, using historical record and technical estimate techniques.
    d. **Standard Man-Hour Equation.** $Y = 102.03 + .7767X$.
    e. **Workload Factor:**
    (1) **Title.** An Item Requisitioned.
    (2) **Definition.** The average number of items requisitioned by Logistics consisting of a count of one for each AF Form 2005 and state purchase orders processed in the Logistics work center each month.
    (3) **Source.** Manual count of AF Forms 2005 and State Purchase Order Log maintained in Logistics.

5. **Application Instructions.** Apply this standard using the most current 12 months' workload for the man-hour equation in paragraph 4d. Refer to the manpower table to ensure adherence to the computed extrapolation limits. Should the extrapolation limits be exceeded, see AFR 26-1, Volume 3, paragraph 1-20 for guidance.

6. **Statement of Conditions.** This work center's normal hours of operation are 40 hours per week with a variance in daily operating hours from an 8 hour/5 day week, a 10 hour/4 day week, a 9 hour/5 day week combined with a 3 day/9 hour and a 1 day/8 hour week.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Director
Administrative Services

2 Attachments
1. Work Order Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Logistics

DIRECT:

1. MATERIAL MANAGEMENT:

1.1. PROCESSES REQUISITION:

1.1.1. MAKES LINE ITEM REQUISITION. Receives request, checks data, and inputs requisition.

1.1.2. FIRMS BILL OF MATERIAL. Checks work pending screen, checks item request for accuracy, performs routine review, makes correction, and establishes file.

1.1.3. RESEARCHES ITEM. Researches part number or stock number to determine correct source of supply, unit of issue, commodity code, stock number, manufacturer, vendor, and checks for duplicate entry.

1.1.4. COORDINATES REQUISITION WITH BUYER. Forwards or transmits abstract to buyer. Coordinates additional information between requestor and buyer.

1.1.5. COORDINATES SUPPLY REQUISITION. Loads requisition directly into the supply system via remote terminal, or calls in requisition, or completes and forwards requisition. Updates requisition.

1.1.6. REVIEWS AND COORDINATES WITH SUPPLY ON REQUISITION FOR CIVIL ENGINEERING (CE) PECULIAR ITEM.

1.1.7. UPDATES OR CHANGES REQUISITION PRIOR TO AWARD.

1.1.8. REQUISITIONS BULK-ISSUE ITEM:

1.1.8.1. PREPARES DATA FOR FIXED PRICE BLANKET PURCHASE AGREEMENT (BPA). Accumulates data for contract and forwards to base contracting. (To include AF Form 9 Requests for Purchase Order.)

1.1.8.2. PROCESSES REQUISITION. Calls in request and coordinates log and processes documentation.

1.1.8.3. PROCESSES RECEIPT. Upon receipt of sales slip, updates log, and processes documentation.

1.1.8.4. MAINTAINS LOG. Totals log monthly and forwards copies to base finance and base contracting. Updates purchase order.

1.1.8.5. MONITORS FUNDS. Monitors funds balance and requests additional funds.

1.2. TRACKS MATERIAL:

1.2.1. MONITORS REQUISITION STATUS:

1.2.1.1. MONITORS LISTING. Monitors computer listing for material status and supply difficulty. Takes corrective action.

1.2.1.2. COORDINATES FOLLOW-UP. Ensures base contracting and supply take follow-up action.

1.2.1.3. WORKS PROBLEM ITEM. Researches files, computer listings, and vendor source material. Coordinates between requestor and appropriate personnel.

1.2.1.4. PROVIDES CUSTOMER ASSISTANCE. Responds to phone or personal inquiries by providing requisition status or supply information and research assistance.

1.2.2. UPDATES TRANSACTION. Makes computer input to update transaction; changes agreed delivery date, quantity ordered, urgency of need designator (UND), priority, unit of issue, unit price, and noun description.

1.2.3. PROCESSES CANCELLATION REQUEST. Receives and processes customer requested cancellation. Coordinates cancellation with source of supply. Cancels requisition.

1.2.4.   CONTROLS DOCUMENTATION:

1.2.4.1.   DISTRIBUTES COMPUTER LISTING. Picks up computer listing from base supply, contracting, and civil engineering. Separates, files, and delivers listing.

1.2.4.2.   MAINTAINS FILE. Files property receipt, transfer, and issue documentation in the appropriate file.

1.2.4.3.   VERIFIES AND FILES LISTING.

1.2.4.4.   TRACES AND REACCOMPLISHES LOST DOCUMENTATION.

1.2.5.   TRACKS MATERIAL COMPLETE WORK ORDER OR JOB ORDER TO PRODUCTION CONTROL.

1.3.   CLOSES OUT WORK ORDER OR JOB ORDER. Ensures documentation is complete and cost data is correct in all of the computer files. Takes action to cancel outstanding requisition or transfer property to residue.

1.3.1.   CLOSES OUT MATERIAL COST FOR WORK ORDER.

1.3.2.   CLOSES OUT MATERIAL COST FOR JOB ORDER.

1.4.   MAINTAINS DATA BASE:

1.4.1.   CLEARS REJECT. Reviews and corrects computer rejects and phantom image.

1.4.2.   UPDATES NOUN DICTIONARY. Makes addition or deletion and updates item record.

1.4.3.   CREATES OR GENERATES COMPUTER REPORT OR LISTING FOR DATA ANALYSIS.

1.4.4.   MAINTAINS IDENTIFICATION (ID) AND ACCESS RIGHTS FILE. Updates file to add, delete, or modify the files.

1.4.5.   MAINTAINS ORGANIZATION CODE FILE. Updates organization code and organization funds.

1.5.   MONITORS ADJUSTED LEVEL:

1.5.1.   ASSISTS WITH PREPARATION OF AF FORM 1996, ADJUSTED STOCK LEVEL. Reviews AF Form 1996 for completeness and forwards request to base supply. Ensures base supply has necessary requirements information to establish on-hand stock level. Files suspense copy.

1.5.2.   FILES APPROVED AF FORM 1996, (SPECIAL LEVELS).

1.5.3.   SUSPENSES R-35, ADJUSTED LEVEL REVIEW LISTING. Forwards listing to shop for review and coordinates changes with base supply.

1.5.4.   MANAGES ADJUSTED LEVEL. Maintains letter of justification and computer data.

1.6.   MONITORS DUE-IN-FROM-MAINTENANCE (DIFM) ITEM:

1.6.1.   REQUISITIONS INITIAL ISSUE ITEM. Receives request for DIFM item and processes requisition through base supply.

1.6.2.   ASSISTS IN PROCESSING DIFM TURN-IN. Coordinates with base supply on DIFM turn-in. Ensures proper documentation is attached to item prior to turn-in.

1.6.3.   MONITORS D-26, DIFM LISTING. Receives listing as required, reviews status, and coordinates status update with shop and base supply.

1.7.   ASSISTS COST CENTER EQUIPMENT CUSTODIAN. Assists in preparation of requisition documentation by researching the Table of Allowance (TA) and forwarding request to base supply. Coordinates equipment issue and turn-in.

1.8.   MONITORS SHOP BENCH STOCK:

1.8.1.   COORDINATES REQUEST AND UPDATES STOCK LIST.

1.8.2. PERFORMS SEMI-ANNUAL SUPPLY ASSISTANCE VISIT.

1.9. PERFORMS ANNUAL SUPPLY AUTHORIZED USER CHECK. Receives and verifies supply listing.

1.10. ACCOMPLISHES POST-POST TRANSACTION. Fills out off-line documentation and then updates computer.

1.11. PROVIDES CUSTOMER TRAINING. Provides training on the use of supply computer products, customer responsibilities, and procedures.

1.12. ACCOMPLISHES END-OF-YEAR CLOSEOUT.

2. APPLIANCE:

2.1. TURNS-IN AND ORDERS APPLIANCE. Prepares documentation and coordinates with base supply on appliance turn-in and requisition of replacement.

2.2. RECEIPTS FOR AND STORES APPLIANCE. Checks requisition against appliance received. Inspects, signs for, and stores appliance.

2.3. MAKES APPLIANCE EXCHANGE. Receives and stores old appliance and issues replacement appliance. Inspects, signs for, and manages on-hand asset.

2.4. MAINTAINS RECORD OF BACK-UP STOCK. Monitors size of back-up appliance account. Maintains documentation and monitors requisition status.

3. STORAGE AND ISSUE:

3.1. PICKS UP PROPERTY FROM VENDOR.

3.2. RECEIVES MATERIAL:

3.2.1. INSPECTS PROPERTY. Inspects, counts, and identifies property. Signs documentation and ensures warranty or guarantees documentation is attached.

3.2.2. PLACES IN TEMPORARY LOCATION. Attaches documentation and forwards property.

3.2.3. PROCESSES RECEIPT. Updates computer file and processes documentation.

3.2.4. PROCESSES REPORT OF DISCREPANCY. Takes action to correct shipping discrepancies and cost disparities. Checks transaction history.

3.2.5. FORWARDS PROPERTY AND DOCUMENTATION. Distributes property to store, holding area, shop, or residue, and notifies requestor for pick up.

3.2.6. VERIFIES DOCUMENTATION. Checks vendor ticket against computer listing and forwards to document control.

3.3. MANAGES HOLDING AREA:

3.3.1. STORES HOLDING AREA PROPERTY. Places property in location.

3.3.2. PROCESSES BIN LOCATION UPDATE.

3.3.3. PROCESSES MATERIAL TRANSFER. Updates computer file. Coordinates work order or job order property transfer with appropriate personnel.

3.3.4. ASSISTS WITH MATERIAL COMPLETE INVENTORY. Assists appropriate personnel with material complete inventory of job order or work order.

3.3.5. ISSUES MATERIAL. Retrieves property, checks against requirement, and issues property from holding area. Processes issue and obtains signature.

3.3.6.   MOVES TRANSFERRED PROPERTY.

3.3.7.   PERFORMS ANNUAL INVENTORY. Inventories holding area and takes action to correct discrepancy.

3.3.8.   VERIFIES DOCUMENTATION. Checks issue and property transfer against listing and forwards to document control.

3.4.   MANAGES RESIDUAL STORAGE:

3.4.1.   RECEIVES RESIDUAL MATERIAL. Ensures material is adequately cleaned and labeled. Stores material. Processes property transfer and bin location update.

3.4.2.   PROCESSES TRANSFER OR ISSUE FROM RESIDUE. Retrieves property, checks material against requirement, processes property transfer, and obtains signature.

3.4.3.   DISPOSES OF RESIDUE. Coordinates annual listing with shops for residue disposition. Processes property transfer. Fills out documentation for turn-in to base supply or salvage and prepares property for disposal. Delivers material or coordinates pick up.

3.4.4.   PERFORMS ANNUAL INVENTORY. Inventories residue and processes discrepancy.

3.4.5.   PROCESSES TURN-IN FROM WORK ORDER OR JOB ORDER TO DEFENSE REUTILIZATION MARKETING OFFICE (DRMO).

3.4.6.   VERIFIES DOCUMENTATION. Checks property transfer, turnin, and issue against listing, takes corrective action, and forwards to document control.

3.4.7.   ESCORTS CUSTOMER. Escorts craftsman or planner for property review.

4.   JANITORIAL SUPPLY STORE:

4.1.   MANAGES STORE:

4.1.1.   REVIEWS STOCK LEVEL. Reviews quarterly listing of recommended additions, deletions, and stock levels; and coordinates recommendation with shops. Rearranges property and bin locations as necessary.

4.1.2.   PROCESSES REQUISITION. Forwards requisition abstract to buyer.

4.1.3.   MONITORS SUPPLY ITEM. Coordinates requisition and monitors supply support.

4.1.4.   UPDATES COMPUTER. Changes minimum and maximum level, reorder point, and reorder quantity.

4.1.5.   VERIFIES DOCUMENTATION. Checks property transfer, turn-in, and issue against listing; takes corrective action, and forwards to document control.

4.1.6.   PROCESSES MATERIAL TRANSFER. Generates property transfer documentation.

4.2.   MANAGES STOCK:

4.2.1.   RECEIVES AND STORES PROPERTY. Inspects, counts, verifies documentation, and stores property.

4.2.2.   PERFORMS INVENTORY. Inventories a random sample daily. Counts item, cleans, and straightens storage area. Researches and processes discrepancy to update computer.

4.2.3.   ISSUES PROPERTY. Retrieves property, checks against requirement, processes issue, and obtains signature.

4.2.4.   MOVES PROPERTY FROM STORE TO HOLDING AREA OR RESIDUE. Retrieves property, checks against requirement, and moves property.

4.2.5.   PERFORMS WEEKLY STORE INVENTORY.

5.   VEHICLE CONTROL:

5.1. DETERMINES VEHICLE REQUIREMENT:

5.1.1. SUBMITS VEHICLE REQUEST. Ensures justification is complete and valid. Forwards request for rental, lease, or permanent vehicle requirement to base transportation.

5.1.2. MAKES VEHICLE ASSIGNMENT. Coordinates permanent or temporary vehicle pick up and assignment with base transportation and the shops. Updates computer file.

5.1.3. COORDINATES CREDIT CARD. Submits request for new or replacement credit card.

5.1.4. COORDINATES AND PICKS UP NEW OR REPLACEMENT GENERAL SERVICES ADMINISTRATION (GSA) VEHICLE.

5.2. MONITORS VEHICLE STATUS:

5.2.1. RECEIVES STAFF ASSISTANCE ANALYSIS. Works with base transportation on the semi-annual staff assistance analysis to review vehicle usage, training files, and vehicle operator files.

5.2.2. COORDINATES VEHICLE MAINTENANCE. Coordinates maintenance to ensure timely repair of vehicle. Monitors progress of repair and upon completion ensures prompt pick up of vehicle. Updates vehicle status in computer.

5.2.2.1. COORDINATES ON-BASE REPAIR.

5.2.2.2. COORDINATES OFF-BASE REPAIR.

5.2.3. MONITORS VEHICLE CARE:

5.2.3.1. INSPECTS VEHICLE. Conducts annual vehicle inspection to ensure operator maintenance and cleaning is being performed. Annotates log.

5.2.3.2. REPLACES OPERATOR INSPECTION FORM. Transfers data and ensures all waived maintenance items are listed on form.

5.2.3.3. INITIATES AND FOLLOWS UP ON CORRECTIVE ACTION AS REQUIRED.

5.2.3.4. COMPLETES MILEAGE REPORT ON GSA VEHICLE.

5.2.3.5. COMPLETES FUEL CONSUMPTION REPORT ON GSA VEHICLE.

5.2.3.6. MANAGES VEHICLE EQUIPMENT AND SUPPLY ITEM. Manages supply of tires, road kits, and cleaning materials.

5.3. REPORTS AND INVESTIGATES INCIDENT:

5.3.1. INVESTIGATES VEHICLE ACCIDENT. Assists unit safety officer and appropriate personnel with investigation and completion of accident report.

5.3.2. INVESTIGATES VEHICLE ABUSE AND MISUSE. Assists appropriate personnel with investigation and completion of vehicle abuse or misuse report.

5.3.3. PREPARES VEHICLE SAFETY BRIEFING.

5.4. MONITORS VEHICLE TRAINING PROGRAM:

5.4.1. MONITORS SPECIAL PURPOSE VEHICLE TRAINING:

5.4.1.1. MAINTAINS SPECIAL PURPOSE VEHICLE INSTRUCTION LISTING.

5.4.1.2. MAINTAINS LESSON PLAN. Assists specialized vehicle trainer with preparation of lesson plan, approves lesson plan, and maintains copy in file.

5.4.1.3.   **MAINTAINS VEHICLE OPERATOR INFORMATION.** Coordinates training and verifies and signs certificate. Maintains AF-171 Motor Vehicle Operator Qualifications and Record of Licensing, Examination, and Performance,;or AF Form 2296, Vehicle Operator information.

5.4.2.   **MANAGES CIVIL ENGINEERING FLIGHT LINE TRAINING:**

5.4.2.1.   **COORDINATES INSTRUCTION.** Ensures trainee has been familiarized with the flight line and schedules test with flight line management.

5.4.2.2.   **CERTIFIES TRAINEE.** Signs certificate.

5.5.   **ATTENDS MEETING:**

5.5.1.   **ATTENDS VEHICLE CONTROL OFFICER MEETING.**

5.5.2.   **ATTENDS VEHICLE AUTHORIZATION AND UTILIZATION BOARD (VAUB).**

6.   **TOOL CONTROL:**

6.1.   **MAINTAINS TOOL AUTHORIZATION LIST:**

6.1.1.   **RESEARCHES TOOL AUTHORIZATION LIST.**

6.1.2.   **UPDATES TOOL AUTHORIZATION LIST.**

6.2.   **ISSUES TOOL KIT:**

6.2.1.   **ACCOMPLISHES TEMPORARY ISSUE RECEIPT.**

6.2.2.   **FILES HAND RECEIPT.**

6.3.   **TURNS- IN TOOL KIT:**

6.3.1.   **ASSISTS WITH INVENTORY OF TOOL KIT.**

6.3.2.   **MAKES FAIR WEAR AND TEAR DETERMINATION AND REQUISITIONS REPLACEMENT.**

6.3.3.   **MONITORS ON-HAND STOCK.**

7.   **INDIVIDUAL EQUIPMENT:**

7.1.   **REQUISITIONS ITEM.**

7.2.   **MAINTAINS STOCK.**

7.3.   **ISSUES ITEM:**

7.3.1.   **ACCOMPLISHES TEMPORARY ISSUE RECEIPT.**

7.3.2.   **FILES HAND RECEIPT.**

8.   **PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT ACCOUNT:**

8.1.   **MANAGES PMEL MONITOR DATA LISTING.**

8.2.   **RECEIVES, STORES, AND TURNS-IN PRECISION MEASURED EQUIPMENT.** Receives, stores, and turns in precision measured equipment items for testing and required calibration by the PMEL.

9.   **UNIT TRAINING ASSEMBLY (UTA) PREPARATION.** Prepares training material to ensure military personnel will meet contingency requirements upon mobilization.

10.   **UNIT DEPLOYMENT PREPARATION.** Prepares supplies and mobility bags for deployment.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Logistics/443800			108.90 - 340.65								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Inventory Management	645X0	CIV	1	2	3						
TOTAL			1	2	3						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED).   PREVIOUS EDITION IS OBSOLETE.